

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SOCIAL WORK SPECIALIST (SPECIALIST)

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a social work program or specialty area, or as an administrative assistant to an administrator. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There is one classification in this job.

Position Code Title – Social Work Specialist (Specialist)-2

Social Work Specialist (Specialist) 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

First-level specialists are classified at the advanced level of the Social Work Specialist job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate grade-level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the grade-level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Administrative Assistant jobs predominately and essentially function to advise and assist an administrator in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

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Serves as a specialist in a program area in the field of social work with responsibility for taking actions at the individual case level and making recommendations for program improvements.

Interprets existing and proposed laws, policies, and procedures as they apply to redirecting client programming and service delivery.

Assists local, zone, and central offices in collecting, maintaining, and interpreting data to meet program reporting and evaluation requirements.

Identifies, evaluates, analyzes, and follows-up local office casework service delivery problems.

Develops/reviews case plans to prevent placement of individual children and to accelerate the return of children to their permanent homes.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of the need, preparation, and use of reports.

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Knowledge of social casework, theory and procedures, group work, community organizations, social work administration and social work research.

Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships, and family dynamics.

Knowledge of state and federal social welfare laws, rules, and regulations.

Knowledge of interviewing techniques and methods for obtaining, evaluating, and communicating information.

Knowledge of community services program resources.

Ability to coordinate new program directions and implement pilot programs.

Ability to analyze the service plans and needs of individuals requiring assistance and recommend alternatives.

Ability to work with individuals representing other disciplines.

Ability to establish and maintain cooperation and working relationships with health, education and social services administrative and support groups.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate with others effectively.

Ability to maintain favorable public relations.

Working Conditions

Employees are required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in social work.

Experience

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Four years of professional experience in social work, including two years of experience equivalent to a Social Work Specialist P11, Services Specialist P11, or Child Welfare Consultant P11.

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OR

One year of experience equivalent to a Social Work Specialist 12, Youth Residential Director 13, or Services Program Manager 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SOCWKSPL

Job Code Description

Social Work Specialist (Specialist)

Position Title

Social Work Specialist-2

Position Code

SOCWSPL

Pay Schedule

W22-061

ECP Group Two
Revised 5/22/02
HET/VLWT/Team Leaders